

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JANUARY 24, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Thursday, January 24, 2008 in the City Hall Commission Chamber.

CALL TO ORDER

Acting Chairman Brandon Byers called the meeting to order at 9:03 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: City Manager Mike Bollhoefer (*tie breaker*), Planning Director Designee Brandon Byers, Assistant City Manager Marshall Robertson, Utilities Director Charlie Tinch, Public Works Director Designee Don Cochran, City Engineer Art Miller, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: Economic Development Director Dolores Key, Assistant City Attorney Dan Langley, City Attorney Kurt Ardaman, and Fire Marshall Tom Anderson.

Others: Executive Assistant to City Manager Andrea Vaughn, and Planning Technician Lorena Blankenship.

Absent: Planning Director Ed Williams

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held January 09, 2008.

Motion by City Engineer Miller to approve the above minutes. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

DRC BUSINESS

2. Boat RV & Storage (936 Stagg Road), Site Plan

Cas Suvoneg and Terry Wiler, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 11, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the December 26, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 2, the applicant needs to provide the City with a title search for review by the City attorney to verify that the City has the ability to vacate this area. Any subsequent R/W vacation by the City shall be subject to retaining a 10' wide utility easement adjacent to the Stagg Road R/W. Discussion took place concerning comment # 11, fencing shall meet all City requirements for height, type, etc. Chain link fencing shall be vinyl coated per Code.

Comments included in the January 09, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed. Discussion took place regarding comment # 14, removal of all references to sod on the dry pond bottom. The pond bottom shall be seeded. Discussion took place regarding comment # 16, according to the construction plans the bottom of the dry pond is approximately two feet below the existing grade. There is a layer of grey clayey fine sand at a depth of five feet below the existing grade. The applicant needs to have their geotechnical engineer certify that this pond will recover as it is depicted on the plans. Emphasis was placed in regards to comment # 13, street lights are required on all adjacent road rights of ways and internal to the project.

Comments included in the January 08, 2008 e-mail from the **Fire Department** were acknowledged and addressed. Fire Marshall asked the developer to provide the Fire Department with a detailed layout of the property, identifying the internal traffic route for emergency vehicles.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all City Staff conditions (see attached) to the Planning and Zoning Department for another full DRC review cycle. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.

3. Windward Cay Phase III - Site Plan

Jeff Sedloff and Randy June, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 11, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the January 08, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding comment # 07; based on the revised plans, the lift station top shall be raised to 112.00. The developer needs to provide detail showing how the lift station top and manholes will be raised. Manholes shall not be raised with brick; precast concrete risers only. Discussion took place regarding comment #8, platting. The project will be a condominium and not replatted. Discussion took place regarding comments #14 and #15, permit expirations. The St. Johns and FDEP permits will expire later this year. The Applicant is responsible for keeping all permits up to date and shall show evidence of valid permits.

Comments included in the January 04, 2007 memorandum from **Assistant City Engineer Kelley** (stormwater issues) were acknowledged and addressed. Discussion took place in regards to comment # 8, the weir 1 and 2 are reversed in the ICPR input report. The dimensions for the overflow weir are larger than the size of the outfall box. Please revise and resubmit drainage calculations.

Comments included in the January 09, 2008 memorandum from the **Fire Department** were acknowledged.

Assistant City Attorney Langley stated that the applicants need to submit the Condominium Documents prior to the project proceeding to the pre-construction meeting.

Motion by City Engineer Miller to place the Site Plan in the next available City Commission meeting provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) to the Planning and Zoning Department within 3 days following this meeting (by noon on Tuesday, January 29, 2008). Seconded by Public Works Director Cochran, the motion carried unanimously 6-0.

4. Avalon Reserve Village 6 – Gas Station, Special Exception Permit

Jeff Sedloff and Randy June, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 11, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the January 08, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed.

Comments included in the January 04, 2007 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed.

Motion by City Engineer Miller to place the Special Exception Permit on the next available Planning and Zoning Board meeting with DRC and City Staff conditions (see attached), to include landscaping and buffer conditions set by the Planning and Zoning Department. If approved by the Planning and Zoning Board, the developer must submit and receive approval of a site plan. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

5. American Momentum Bank @ WGVFG, Site Plan

Justin Polk, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the January 11, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the January 08, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 5, the design engineer and contractor are responsible for meeting all provisions of ADA and Florida Accessibility Code. The sidewalk connecting Daniels Road sidewalk to the building shall be handicap accessible with no steps. It appears steps are included, but the Applicant stated that there were no steps. Drainage may be directed at this location from the driveway to Daniels Road. Discussion took place regarding comment # 9, the developer must provide dumpster location and detail. In lieu of a dumpster, the applicant shall contact the Public Works Department – Solid Waste Division to coordinate a roll-out cart for pick-up. All dumpsters, if used, shall be enclosed and shall provide 10' minimum inside clearance.

Comments included in the January 07, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed.

Motion by Assistant City Engineer Kelley to approve the Site Plan to the pre-construction meeting provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) for Staff review to the Planning and Zoning Department within 3 days following this meeting (by noon on Tuesday January 29, 2008). Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.

6. Children's Lighthouse Daycare, Site Plan

Barry Brumley, Peter Coschignano, and Fritz Depenthal, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 11, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the January 09, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 2, pursuant to the Special Exception approval; two street lights are to be located at the Warrior/Windermere Road intersection. The street lights shall be located at the northwest and southeast corners, within the public right-of-way (both shown at NW corner on plan). Coordinate with Progress Energy for streetlighting plan to be provided to the City prior to site plan approval. Lights to be installed prior to issuance of certificate of occupancy. Provide on-site lighting plan with photometrics for City Staff review. Discussion took place in regards to comment # 3, the fire protection system; the plans show an existing separate tap from the City water main to the existing fire hydrant and FDC which is not permitted.

Comments included in the December 27, 2007 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed. Discussion took place in regards to comment # 3, the developer must have the construction plans and the boundary survey sealed, signed and dated as required. Discussion took place in regards to comment # 5, include signed and sealed drainage calculations and geotechnical report with the next submittal.

Motion by Assistant City Engineer Kelley to approve the Site Plan to the pre-construction meeting provided applicant resubmits revised Site Plan addressing all City Staff conditions (see attached) to the Planning and Zoning Department within 3 days following this meeting (by noon on Tuesday January 29, 2008). Seconded by City Engineer Miller, the motion carried unanimously 6-0.

7. 510 Winter Garden Vineland Road (Chaldyshev), Pre-Plat

Ted Buckley, Justin Froscher, and Galina Chaldyshev, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 17, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

The applicant expressed interest on providing a landscape planter or alternative pavement design in the cul-de-sac. City Engineer Miller stated that the Fire Department will review

the landscaping island to ensure that it will comply with access and radius requirements for emergency vehicles. The applicant also stated that as an effort to save some large oak trees they would like to have some flexibility with the placement of the sidewalk.

Comments included in the January 16, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding comment # 6, the developer must show the installation of reclaimed water mains within the development and along the Winter Garden Vineland Road frontage to City Code. Discussion took place in regards to comment # 9, the lift station shall be designed pursuant to City standards; lift station tract shall be conveyed fee simple via warranty deed to the City. Discussion took place regarding comment # 14, permit approvals from the St. Johns River Water Management District and FDEP are required. Drainage design will be reviewed with final plan submittal, although preliminary calculations shall be submitted for review of preliminary plat.

Comments included in the January 15, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed. Discussion took place in regards to comment # 2, describe the outfall structure's route before discharging into Black Lake. If the stormwater discharge passes through private properties, easements may be required. The pre discharge is merely sheet flow; however, the post discharge is a concentrated discharge coming from a pipe or a weir, which in severe storms can be a major issue.

Motion by City Engineer Miller to place the Pre-Plat in the next available Planning and Zoning Board meeting provided the applicant resubmits revised Plans addressing all City Staff conditions (see attached) to the Planning and Zoning Department within 3 days following this meeting (by noon on Tuesday January 29, 2008). Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.

8. 603 S. Main Street, Site Plan

John Kirby and Peter Zakhary, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 15, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed. .

Comments included in the January 4, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed.

Motion by Public Works Director Designee Cochran to place the Site Plan on the next available City Commission meeting provided the applicant resubmits revised Plans addressing all City Staff conditions (see attached) to the Planning and Zoning Department within 3 days following this meeting (by noon on Tuesday January 29, 2008). Seconded by City Engineer Miller, the motion carried unanimously 6-0.

9. 158 S. Woodland Street, Site Plan

Diane Richarson, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the January 15, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed. Discussion took place regarding comment # 4, monumental style ground signs are required; the applicant needs to provide typical of proposed signage. Discussion took place in regards to comment # 2, dumpsters will need to be buffered with large tall growing bushes such as red tips and/or masonry wall with appropriate landscaping.

Comments included in the January 04, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed.

Comments included in the January 04, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed. Discussion took place regarding comment # 3, the bottom of the dry pond is 2 feet above the estimated seasonal high water table. The developer needs to explain how the retention pond is going to affect the adjacent properties with respect to additional groundwater. This pond is best suited to be controlled by an underdrain system.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all City Staff conditions (see attached) to the Planning and Zoning Department for another full DRC review cycle. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

10. Garden Plaza, Developers Agreement – For discussion only

The scheduled meeting with the Garden Plaza Developers had been set for 1:30 p.m. and was later cancelled by the Applicants prior to the meeting.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:02 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship